	REVIEW AND APPROVAL OF NSNFP INTERNAL DOCUMENTS	Doc. No.: PMP 6.01 Revision: 7 Eff. Date: 11/13/02 Page: 1 of 11 DAR No.: NSNF- 421
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Approval:	Original Signed by Mark Arenaz Manager, National Spent Nuclear Fuel Program	Date:	11/13/02
Approval:	Original Signed by Robert Blyth NSNFP Quality Assurance Program Manager	Date:	11/13/02

I. PURPOSE AND SCOPE

This procedure establishes the process used by the National Spent Nuclear Fuel Program (NSNFP) for conducting internal reviews of and obtaining approvals of *internal documents* (see *glossary*).

II. SUMMARY


The NSNFP Program Support Organization (PSO) provides the infrastructure necessary to support the review and approval process for documents generated or received by the NSNFP Management Organization, the NSNFP PSO, and the NSNFP Quality Assurance Staff (QAS) Organization. These organizations are responsible for preparing and maintaining implementing procedures that control assigned work including the preparation of selected document types. Program Management Procedures (PMPs) control the preparation of all internal NSNFP implementing procedures, implementing documents, forms, technical documents, and other internally generated documents as directed by the Manager, NSNFP.

This procedure describes the process for releasing an NSNFP draft document for internal review and comment resolution. The process interfaces with corrective action processes if technical errors are discovered in previously approved NSNFP technical documents. The procedure provides controls for approval of internal documents. The procedure segregates internal document types into two groups to facilitate proficiency training needs determinations. Controls are included to update the NSNFP Quality Assurance Requirements and Description (QARD) Requirements Matrix, as applicable, when internal implementing documents or implementing procedures are created or changed.

III. PROCEDURE

A. Initiating Conditions for Releasing an Internal Document for Review

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|---|---|
| NSNFP
Document
Requester/
Preparer | <ol style="list-style-type: none"> 1. Initiate a review for the following Group 1 internal draft documents prepared according to applicable NSNFP procedures or prepared as directed by the Manager, NSNFP: <ul style="list-style-type: none"> • Quality Assurance Program Plan (QAPP) • QARD Requirements Matrix • NSNFP Documents Manual Introduction and Glossary • PMPs |
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| NSNFP
Document
Requester/
Preparer | <ul style="list-style-type: none"> • PSO procedures • QAS procedures • Forms • Memorandums of agreement (MOAs) with a <i>DOE SNF Site</i> (see glossary) • Other Documents as directed by the Manager, NSNFP |
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2. Initiate a review for the following Group 2 internal draft documents prepared according to applicable NSNFP procedures.

- NSNFP Planning/QA Program applicability evaluations
- Task management agreements and attachments
- Engineering/technical documents, technical reports
- Software control plans and reports
- Test plans.

B. Coordination and Documentation of Reviews, Comments, and Resolutions

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|---|---|
| NSNFP
Document
Requester/
Preparer | <ol style="list-style-type: none"> 1. When a Document Action Request (DAR), NSNFP Form 6.01-6, is required by Attachment A, obtain a DAR number from the NSNFP Document Control Coordinator (DCC). 2. Prepare the DAR in accordance with the form instructions that include the following concepts: <ol style="list-style-type: none"> a. Using Attachment A of this procedure, select mandatory reviewers who are technically competent in the subject area undergoing review and have not participated in the document preparation. Add additional non-mandatory reviewers at the discretion of the requester/preparer. b. Using the left-hand column of Attachment A, indicate the NSNFP procedure that contains specific review criteria for the document type. c. For internally generated documents requested by the Manager, NSNFP that are not listed by Attachment A, provide the following review criteria, as a minimum:

Review for applicability, correctness, technical adequacy, completeness, accuracy, and compliance with established requirements. |
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	<p>(1) Select, as a minimum, mandatory reviewers other than the preparer from each NSNFP internal organization (the NSNFP Management Organization, the PSO, and the NSNFP QAS).</p>
	<p>3. Obtain DAR approval based on one of the following conditions:</p>
	<p>a. For Group 1 documents, the DAR approval authority is the Manager, NSNFP.</p> <p>(1) Initiate a DAR for changes to other affected internal documents including the NSNFP QARD Requirements Matrix, as applicable.</p>
	<p>b. For Group 2 documents, the DAR approval authority is the PSO Manager.</p> <p>(1) If the change to an internal document is initiated due in any part to the discovery of an error in technical information, initiate an evaluation in accordance with NSNFP procedure QAS 16.02.</p>
	<p>4. Prepare a Document Review Transmittal (DRT), NSNFP Form No. 6.01-7.</p> <p>a. Consistent with Attachment A and the approved DAR (if applicable), select technically competent mandatory reviewers other than the document preparer. Add additional non-mandatory reviewers at the discretion of the requester/preparer.</p>
	<p>b. Use DRTs for all review or document change actions other than internal document cancellation actions.</p>
	<p>5. Prepare a Review Comment Record (RCR), NSNFP Form No. 6.01-1.</p> <p>a. Use RCRs for all review or document change actions other than internal document cancellation actions.</p>
NSNFP Document Requester/ Preparer	<p>6. Provide the approved DAR (if applicable), prepared DRT (if applicable) and RCR (if applicable), and the draft document (if applicable) to the NSNFP DCC.</p>
NSNFP DCC	<p>7. Distribute the DRT (if applicable) and the RCR (if applicable), and the draft document (if applicable) to the reviewers listed on the DRT in electronic or hard copy form.</p>
NSNFP Document Requester/ Preparer	<p>8. Coordinate with reviewers to provide pertinent background information, data, or documents referenced by the document undergoing review.</p>

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| | a. | Schedule and coordinate review meetings for Group 1 documents except for document cancellation actions. |
| | b. | Schedule and coordinate review meetings for Group 2 documents as deemed necessary. |
| NSNFP
Mandatory
Reviewers | 9. | Conduct a review considering all aspects of the document and the review criteria established by the document review instructions contained in the DRT. |
| | 10. | Complete RCR form comments section if mandatory comments are generated. |
| | 11. | Provide nonmandatory comments to the document requester/preparer as informal correspondence/communication or marked-up copies of the draft document. |
| | 12. | Complete the applicable DRT form blocks according to the form instructions. |
| | 13. | Forward the completed DRT and RCR forms (if applicable) to the document requester/preparer. |
| | a. | Attend review meetings as scheduled. |
| NSNFP
Document
Requester/
Preparer | 14. | Consider all comments received and complete the RCR form resolution sections for the comments documented by the mandatory reviewers. |
| | 15. | Obtain concurrence on the RCR form from the mandatory reviewers for the proposed comment resolutions. |
| | 16. | Finalize the draft document by incorporating comment resolutions. |
| | 17. | At the discretion of the document requester/preparer, incorporate resolutions to comments from nonmandatory (information only) reviewers. |

C. Document Approval for Internal Documents

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| NSNFP
Document
Requester/
Preparer | 1. | Obtain document approval signatures as stipulated by Attachment A. |
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Post-Approval Actions for Internal Documents

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|--------------|----|--|
| NSNFP
DCC | 1. | With input from the document requester/preparer, develop a distribution list for Group 1 documents composed of <i>end users</i> (see glossary) for the document. |
| | a. | Designate, as end users, those NSNFP individuals or NSNFP functional positions that will perform work in accordance with the approved document. |

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2. Indicate on the distribution list if the document is to be made available to the end users by posting on the NSNFP Homepage or by hard copy distribution.

- a. For Group 1 documents, individuals other than end users may receive hard copies marked as information only or may receive a notice that the new or changed document has been posted on the NSNFP Homepage.

NOTE: *Posting on the NSNFP Homepage typically applies to Group 1 documents only. An electronic copy of the document posted on the NSNFP Homepage is an acceptable alternate to controlled distribution of Group 1 documents in hard copy. Some individual end users or other intended recipients may request and receive hard copies.*

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| NSNFP
Document
Requester/
Preparer | <ol style="list-style-type: none"> 3. For Group 1 documents (Refer to Section III A of this procedure.), complete a proficiency training needs determination in accordance with PMP 2.04 4. Forward a copy of the approved training needs determination to the NSNFP Training Coordinator. |
| | <ol style="list-style-type: none"> 5. When distribution of a Group 2 document is needed, develop a distribution list indicating individuals to receive distribution and the method of distribution as electronic or hard copy. <ol style="list-style-type: none"> a. Provide the distribution list to the DCC. |
| | <ol style="list-style-type: none"> 6. Initiate the process for records storage of the document review records according to PMP 17.01. 7. Complete the applicable portions of the DAR according to the form instructions and forward to the DCC. |
| NSNFP
DCC | <ol style="list-style-type: none"> 8. Complete the DAR form according to the form instructions for prerelease verifications. 9. Initiate document distribution in accordance with PMP 6.03. 10. Provide the signed DAR for addition to the document review record, if applicable. |

IV. REFERENCES

None.

	<p align="center">REVIEW AND APPROVAL OF NSNFP INTERNAL DOCUMENTS</p>	<p>Doc. No.: PMP 6.01 Revision: 7 Eff. Date: 11/13/02 Page: 6 of 11 DAR No.: NSNF- 421</p>
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V. DEFINITIONS

Terms appearing in *italics* followed by the notation “see glossary” are defined in the NSNFP Documents Manual Introduction and Glossary.

VI. ATTACHMENTS

Attachment A, Review and Approval Matrix for Internal Documents

VII. RECORDS

The following records generated as a result of this procedure require retention in accordance with the identified classification and PMP 17.01.

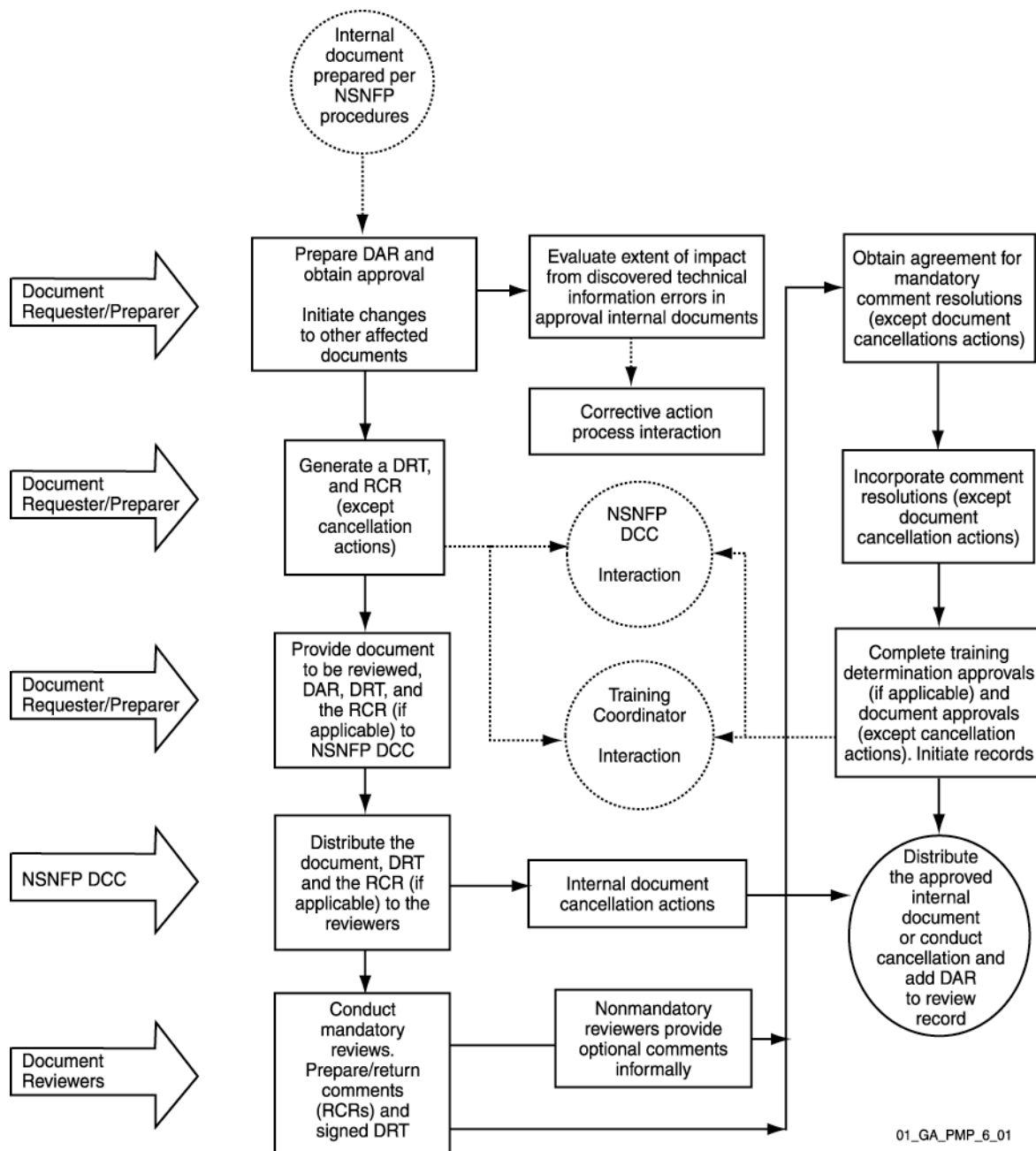
Lifetime

- A. NSNFP-generated internal documents reviewed and approved in accordance with this procedure.

Nonpermanent

- A. Completed Document Action Requests
- B. Completed Document Review Transmittals
- C. Completed Review Comment Records.

VIII. PROCEDURE FLOW DIAGRAM



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Attachment A

Review and Approval Matrix for Internal Documents

Document Type (Related Procedure – Source of Review Criteria)	Mandatory Reviewers Unless otherwise noted	Document Approver(s)	DAR Required (DAR Approval Authority)
NSNFP Documents Manual Content			
NSNFP Documents Manual Introduction And Glossary	<ul style="list-style-type: none"> • Manager, NSNFP • NSNFP QAPM • PSO Manager • PSO QE (if not the preparer) • QAS Manager 	<ul style="list-style-type: none"> • Manager, NSNFP • NSNFP QAPM 	Yes (The Manager. NSNFP)
NSNFP Documents Manual Table of Contents	None	None	No See PMP 6.03
Quality Assurance Program Plan (PMP 2.07)	<ul style="list-style-type: none"> • Manager, NSNFP • NSNFP QAPM • PSO Manager • PSO QE (if not the preparer) QAS Manager	<ul style="list-style-type: none"> • Manager, NSNFP • NSNFP QAPM • EM-21 Representative 	Yes (The Manager. NSNFP)
NSNFP QARD Requirements Matrix (PMP 2.07)	<ul style="list-style-type: none"> • Manager, NSNFP • NSNFP QAPM • PSO Manager • PSO QE (if not the preparer) • QAS Manager 	<ul style="list-style-type: none"> • Manager, NSNFP • NSNFP QAPM 	Yes (The Manager. NSNFP)
Program Management Procedures (PMP 5.01)	<ul style="list-style-type: none"> • Manager, NSNFP • NSNFP QAPM • PSO Manager • PSO QE (if not the preparer) • QAS Manager 	<ul style="list-style-type: none"> • Manager, NSNFP • NSNFP QAPM 	Yes (The Manager. NSNFP)

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Attachment A

Document Type (Related Procedure – Source of Review Criteria)	Mandatory Reviewers Unless otherwise noted	Document Approver(s)	DAR Required (DAR Approval Authority)
PSO Procedures (PMP 5.01)	<ul style="list-style-type: none"> • Manager, NSNFP • NSNFP QAPM • PSO Manager • PSO QE (if not the preparer) 	<ul style="list-style-type: none"> • Manager, NSNFP • NSNFP QAPM 	Yes (The Manager. NSNFP)
QAS Procedures (PMP 5.01)	<ul style="list-style-type: none"> • Manager, NSNFP • NSNFP QAPM • QAS Manager (if not the preparer) 	<ul style="list-style-type: none"> • Manager, NSNFP • NSNFP QAPM 	Yes (The Manager. NSNFP)
NSNFP Documents Available Electronically Only			
NSNFP Forms for PMPs (PMP 5.05)	<ul style="list-style-type: none"> • Manager, NSNFP • NSNFP QAPM 	Manager, NSNFP (as evidenced by a completed Document Action Request)	Yes (The Manager. NSNFP)
NSNFP Forms for PSO Procedures (PMP 5.05)	<ul style="list-style-type: none"> • Manager, NSNFP • PSO Manager • Preparer's PSO Technical Lead or alternate PSO Technical Lead • NSNFP QAPM • PSO QE (if not the preparer) 	Manager, NSNFP (as evidenced by a completed Document Action Request)	Yes (The Manager. NSNFP)
NSNFP Forms for QAS Procedures (PMP 5.05)	<ul style="list-style-type: none"> • Manager, NSNFP • NSNFP QAPM • NSNFP QAS Manager (if not the preparer) 	NSNFP QAPM (as evidenced by a completed Document Action Request)	Yes (The Manager. NSNFP)

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Attachment A

Document Type (Related Procedure – Source of Review Criteria)	Mandatory Reviewers Unless otherwise noted	Document Approver(s)	DAR Required (DAR Approval Authority)
NSNFP/DOE SNF Site Documents			
Memoranda of Agreement NSNFP/SNF Site (PMP 1.02)	<ul style="list-style-type: none"> • Manager, NSNFP • NSNFP QAPM • PSO Manager • QAS Manager (if not the preparer) 	<ul style="list-style-type: none"> • Manager, NSNFP • NSNFP QAPM • DOE Operations/Field Office, SNF Program Representative • Office of Nuclear Material and Spent Fuel (EM-21) Representative • Cognizant DOE-HQ EM site representative from the Office of Project Completion 	Yes (The Manager. NSNFP)
NSNFP Work Planning and Supplier Interface Documents			
NSNFP Planning/QA Program Applicability Evaluations (PSO 2.05)	<ul style="list-style-type: none"> • PSO Technical Lead • PSO Technical Staff • PSO QE • NSNFP QAPM 	<ul style="list-style-type: none"> • PSO Manager • NSNFP QAPM 	Yes (The PSO Manager)
Task Management Agreements (Government Sector Suppliers) (PSO 4.02)	<ul style="list-style-type: none"> • PSO Technical Staff assigned to interface with the supplier • PSO QE 	<ul style="list-style-type: none"> • PSO QE • PSO Technical Lead 	Yes (The PSO Manager)
Supplier Evaluation Report (Government Sector Suppliers) (PSO 7.02)	<ul style="list-style-type: none"> • PSO Technical Staff assigned to interface with the supplier • PSO QE • NSNFP QAPM 	NSNFP QAPM	No See PSO 7.02

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Attachment A

Document Type (Related Procedure – Source of Review Criteria)	Mandatory Reviewers Unless otherwise noted	Document Approver(s)	DAR Required (DAR Approval Authority)
Requisitions, procurement documents, supplier/vendor submittals involving the private sector (See PSO 4.01, per accepted procurement procedures)	<ul style="list-style-type: none"> • PSO Technical Staff assigned to interface with the supplier • PSO QE 	PSO Manager or designee	No See PSO 4.01
NSNFP-Generated Technical Documents			
NSNFP Generated Products—Test Plans (PSO 11.01)	<ul style="list-style-type: none"> • Designated Technical Reviewer • PSO QE 	<ul style="list-style-type: none"> • Assigned PSO Technical Staff • PSO QE 	Yes (The PSO Manager)
NSNFP Generated Products—Engineering technical reports (PSO 3.04)	<ul style="list-style-type: none"> • Designated Technical Reviewer • PSO QE • Technical Writer 	<ul style="list-style-type: none"> • Preparer • PSO QE • PSO Manager 	Yes (The PSO Manager)
NSNFP Generated Products—Engineering Design File (PSO 3.04)	<ul style="list-style-type: none"> • Designated Technical Reviewer • PSO QE 	<ul style="list-style-type: none"> • Preparer • PSO QE 	No
NSNFP Generated Products—Scientific note books (PSO 3.04)	<ul style="list-style-type: none"> • Designated Technical Reviewer • PSO QE 	<ul style="list-style-type: none"> • Preparer 	No
NSNFP Generated Products—Engineering Analysis (PSO 3.04)	<ul style="list-style-type: none"> • Designated Technical Reviewer • PSO QE • Technical Writer 	<ul style="list-style-type: none"> • Preparer • PSO QE 	No
NSNFP Generated Products—Software Control Plans and reports (PSO 19.01)	<ul style="list-style-type: none"> • Designated Software Reviewer • PSO QE 	<ul style="list-style-type: none"> • Assigned PSO Technical Staff • Designated Software Reviewer • PSO QE 	Yes (The PSO Manager)